

**APPLY IN PERSON:**

Employment Information Center (8am-5pm, Monday-Friday)  
Civic Center Plaza - 1200 3<sup>rd</sup> Avenue, Suite 101-A, San Diego, CA 92101  
**WEBSITE:** [www.sandiego.gov/empopp](http://www.sandiego.gov/empopp)

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department  
1200 3<sup>rd</sup> Avenue, Suite 300, San Diego, CA 92101-4107  
**24 Hour JOBLINE:** (619) 682-1011

**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY  
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**#T2777 PROCUREMENT TRAINEE**  
**#T2778 PROCUREMENT SPECIALIST**  
**#T2779 SENIOR PROCUREMENT SPECIALIST**  
**#T2780 PRINCIPAL PROCUREMENT SPECIALIST**

**MONTHLY SALARY: \$3240 to \$3899**  
**MONTHLY SALARY: \$4106 to \$4974**  
**MONTHLY SALARY: \$4512 to \$5458**  
**MONTHLY SALARY: \$4964 to \$6009**

**\*APPLICATION FILING PERIOD: FIRST DATE: May 29, 2009**

**LAST DATE: Open**

\*This announcement serves to establish/maintain an eligible list for current/future vacancies that occur in the classification(s) specified above. **PLEASE APPLY PROMPTLY.** Although the last date to apply is currently "OPEN", **the application filing period may be closed with five days notice.**

**THE POSITIONS:** The Procurement Specialist classification series is responsible for purchasing a variety of supplies, materials, equipment, and services for use by operating departments. **Procurement Trainee** is the entry-level classification which typically works under immediate supervision performing increasingly responsible purchasing work. **Procurement Specialist** is the journey-level classification in the purchasing staff, whose duties include preparing and/or reviewing bid specifications; soliciting formal bids; interviewing vendors; researching new products and identifying potential vendors; reaching out to small and emerging businesses; resolving award protests and other purchasing issues including interacting with City management staff in resolving vendor performance; researching and developing new procurement methodologies and procedures; conducting training programs for customers/users; and preparing correspondence and reports. **Senior Procurement Specialists** may serve as first level supervisors over a professional purchasing staff and may include performance of more complex assignments. In addition to duties of a Procurement Specialist, duties include directing and reviewing the work of Procurement Specialists, Trainees and Buyer's Aides; developing and administering training for procurement staff, department users, and vendors; resolving award protests and contract disputes; working with City staff on procurement issues; researching and recommending new and/or revised procurement methods and procedures; and preparing correspondence and reports. **Principal Procurement Specialists** act as first or second level supervisors overseeing the work of the Procurement Section; guiding and directing the work of subordinates; researching and developing new procurement processes and procedures; researching and revising contract language; directing analysis of purchasing trends and development of alternate procurement methods; directing the development of training programs for procurement staff, internal customers and vendors; assisting in the development of new outreach methods and programs; liaisoning with other public agencies to develop cooperative bid opportunities; liaisoning with legal department to resolve contract issues and protests; serving on Citywide committees regarding purchasing related issues; and performing other duties as assigned.

**MINIMUM REQUIREMENTS:** For each position, you must meet the following requirement(s) on the date you apply, unless otherwise indicated.

**EDUCATION:** Bachelor's Degree or equivalent education (i.e. minimum completed college level units=120 semester/180 quarter units). **[Proof of education completed (e.g. degree, units, etc.) must be submitted at time of application.]** Additional qualifying PROFESSIONAL level experience, as listed below, may be substituted for each year of education lacked on a year-for-year basis.

**- AND -**

**EXPERIENCE:**

**PROCUREMENT TRAINEE:** No experience is required.

**PROCUREMENT SPECIALIST:** One year of full-time **professional journey-level experience** in purchasing a wide variety of governmental and industrial equipment, materials, commodities, and services, which must include ALL of the following: Performing market analyses of commodities; developing specifications for material purchases and services; issuing and evaluating responses of Requests for Information (RFIs), Requests for Proposals (RFPs), and Requests for Bids (RFBs); making recommendations for award of contracts, and resolving disputes and protests.

**SENIOR PROCUREMENT SPECIALIST:** Two years of full-time **professional purchasing experience** as described above.

**PRINCIPAL PROCUREMENT SPECIALIST:** Three years of full-time **professional purchasing experience** as described above. **At least one year of the qualifying experience must have been as a supervisor of procurement professionals or at the level of Procurement Specialist in the City of San Diego.**

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**HIGHLY DESIRABLE QUALIFICATIONS:**

1. Supervisory experience over a professional buying staff or leadership role in citywide or interagency procurement projects (REQUIRED for Principal Procurement Specialist).
2. A valid Purchasing Manager's Certification issued by the Institute for Supply Management. **(Proof of certificate must be attached to your application.)**
3. Experience using a computerized procurement system.
4. Purchasing experience with a public agency (e.g. City, County, State or Federal).

**LICENSE:** A valid California Class C Driver's License may be required at the time of hire.

**HOW TO APPLY:** You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

**HARD COPY (Paper Submission)**

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

**ONLINE (Internet Submission)**

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department **with the cover sheet** provided during your online session. Follow the instructions on the cover sheet.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

**ELIGIBLE LIST:** Separate eligible lists will be established for **Procurement Trainee, Procurement Specialist, Senior Procurement Specialist, and Principal Procurement Specialist**. Candidates who are successful in the above screening process will be placed on the respective **one category** eligible list(s) which will be used to fill vacancies during the next **one year**. For each vacancy, candidates from the corresponding list will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

**SUPPLEMENTAL QUESTIONS** – In Section 4 of the Standard Employment Application, you **MUST** respond to the following numbered questions or your **application will be rejected**. Read the directions on the application form carefully and be sure to follow all instructions. For each question, indicate at which employers (A, B, C, etc.) these duties were performed.

1. Specify the exam number and the title of the positions listed below that you are applying for. Only the positions you indicate will be automatically added to your file.
2. Specify the total number of year(s) and month(s) of full-time SUBPROFESSIONAL purchasing experience which includes Requisition Review, Soliciting Quotations, Price Comparison/Trend Analysis, Issuing of Purchase Orders for materials, equipment and supplies.
3. Specify the total number of year(s) and month(s) of full-time PROFESSIONAL experience in purchasing a wide range of governmental or industrial supplies, equipment and services. This experience **MUST** work in all the following areas: Performing market analyses of commodities; Developing specifications for material purchases and services; Issuing and evaluating responses of Requests for Information (RFIs); Requests for Proposals (RFPs); and Requests for Bids (RFBs); Making recommendations for award of contracts; Resolving disputes and protests.
4. Indicate if you have a valid Purchasing Manager's Certification issued by the Institute for Supply Management. **(Proof of certificate must be attached to your application.)**
5. Specify if you have other job-related certifications and/or training.
6. Describe in detail your qualifications in procuring a wide range of commodities and services and list examples.
7. Describe in detail your qualifications in developing detailed specifications for procurement. (Include the most complex specifications you have developed and the research conducted.)
8. Describe in detail your qualifications in developing and issuing RFIs, RFPs, and RFBs. (Include your efforts of analyzing a commodity market or service industry and incorporating your analysis into the development of the bid or proposal and in developing evaluation criteria.)
9. Describe in detail your qualifications in awarding contracts for purchases of materials, equipment, supplies and services. (Include the dollar value of contracts and factors considered in recommending award.)
10. Describe in detail your experience in evaluating procurement methods within an organization. (Include the methods used and the outcome or benefit to the agency/company.)
11. Describe in detail your experience in developing and/or administering a procurement card program, just-in-time contracts, electronic commerce or other special procurement programs.
12. Describe in detail your qualifications in conflict and protest resolution. (Describe the most complex protest you have experienced, your role in the resolution process, and the outcome.)

MAS/November 16, 2007/\*Rev.1 (05-29-09)/ Class 1283; 1282; 1850; 1783

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION** including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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**DIVERSITY BRINGS US ALL TOGETHER**